

Middlesex Community College
Educational Assistant – Administrative and Marketing Associate
Part-Time 17 hours a week

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College
Hours: Part-Time, 17 hours a week
Salary: \$24.94 per hour, plus participation in a State retirement plan

Closing Date: Applications will be accepted until position is filled but no later than November 17, 2015.
Applications will be reviewed as they are received.

General Requirements: The incumbent is required to have demonstrated knowledge and abilities in the following areas: writing and editing skills; strong computer skills, including the ability to execute mail merges and shape e-blast messaging on Constant Contact; excellent knowledge of social media including but not limited to Facebook, Twitter, Instagram, Flickr, Tumblr and blogging; willingness to learn about the database system Little Green Light (LGL) as it pertains to the work of the position, and the ability to provide organizational and administrative leadership in new fundraising situations.

General Responsibilities: The incumbent is accountable for a variety of administrative functions that support the marketing and development functions for the College. These includes the production of letters and other documents that acknowledge and support development efforts; production of accurate and well-written material on behalf of the MxCC Marketing and Development Departments; creation of the monthly college e-newsletter; production and dissemination of e-blast messaging through Constant Contact and Mail Chimp; acknowledgement of cash and in-kind donations to the College; support work with the volunteers who are assisting with College development efforts; the input of donor and donation information into the department's donor database; and other marketing and fundraising duties as time allows.

Administrative support related to all aspects of the marketing and development functions of the department. Interaction with multiple constituencies, including College volunteers and donors, students, peers, MxCC faculty and staff as well as external College partners. Oversee the production and mailing of fundraising appeals to various groups within the College community. Gather information and produce a monthly e-newsletter that will inform and inspire various groups of College supporters and citizens. Assist as needed with the various initiatives that will be run through this department. e.g. the 50th anniversary which starts in 2016. Work with minimal supervision, and the discrimination to ask for clarification and guidance when needed. Maintain complete confidentiality of donor and volunteer records.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: **Send letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), and a portfolio of your work that relates to marketing and public relations including but not limited to graphic design, newsletters, journalism, social media and outreach to:**

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or, email: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, gfordham@mxcc.edu, 203-608-3011.